

TOWN OF KENSINGTON
BUILDING PERMIT AND SIGN PERMIT APPLICATION
Revised 03-23-2011

To: The Montgomery County Department of Permitting Services. Please be advised that this applicant has applied for a Town Permit and paid the appropriate fee(s) to the Town of Kensington & is aware they need to finalize their Town Permit, after your approval.

PERMIT # _____

By _____

FEE PAID \$ _____

ISSUED _____

Applicant to complete

LOCATION OF BUILDING/PREMISES OR SIGN:

HOUSE# _____ STREET _____

LOT _____ BLOCK _____ SUBDIVISION _____

OWNER:

NAME _____ TELEPHONE # _____

ADDRESS _____

CONTRACTOR:

NAME _____ TELEPHONE # _____

ADDRESS _____

MONT. CO. LIC # _____

TYPE OF PROPOSED WORK: (Check all that apply)

___ NEW BUILDING ___ ADDITION ___ RETAINING WALL ___ GARAGE ___ FENCE

___ ALTERATION & REPAIR ___ SHED ___ RAZE BUILDING ___ AWNING

___ OTHER (specify) _____

___ SIGN Type _____ Type of Business _____ Name of Business _____

Filing Requirements

- ☐ Completed Building Permit and/or Sign Permit Application and payment of filing fees.
- ☐ A recent house, sign, or building location survey showing all existing and proposed structures.
- ☐ Construction plans and specifications. During erection, alteration or repair of any building or structure, the owner or contractor shall place guards or barriers 5 feet out from the dripline of all trees on site and in the public right of way.
- ☐ A copy of the stamped, approved Montgomery County permit & drawings (if required) will be necessary to receive final Town approval. These drawings will remain on file at the Town of Kensington.
- ☐ Copy of plans that show location of dumpster, portable sanitation facility, delivery zone and parking area.
- ☐ The filing fees for the Town of Kensington Building and Sign Permits have been established in accordance with the Town Code.

The Building Inspector (for building permits) or Code Enforcement Officer (for sign permits) will review the application and accompanying documents and, under most circumstances, will act on the building or sign permit within 5 to 10 working days.

In the event the Montgomery County building permit is suspended, revoked or lapsed, the Town permit is automatically suspended, revoked or lapsed.

No signs advertising the contractor, architect or other service provider associated with the permitted project shall be posted on the site.

I hereby certify that I have the authority to make the foregoing application, that the application is correct, that I have read and understood all requirements and that the construction will conform to the regulations of the Town Code, and the Montgomery County Zoning Code on the above property.

Applicant Signature: _____

Date: _____

Historic Area Work Permit required? ___ Yes ___ No

GENERAL INFORMATION:

The Town will review this application within five to ten business days. Upon completion of the review, the applicant may be notified of additional requirements such as deposits, bonds, fees insurance, limitations on work, additional plans, etc.

This permit shall become invalid if the authorized work is not started within six months from the date issued, or if the authorized work is suspended for a period of six months after work has commenced, once issued, the permit fee is not refundable.

Any false or misleading information in this application may result in the rejection of this application and/or revocation of the building or sign permit.

Town building and sign permits are revocable at anytime for violations of law or any special condition of the permit.

The building or sign permit must be displayed at the address of work at all times until such work is completed.

The permittee is required to notify and receive proper clearance from all utilities before commencing any underground construction.

The permittee is required to abide by all local noise ordinances at all times.

No dirt or construction debris will be permitted on public streets or sidewalks at any time.

It is prohibited to block sidewalks during construction.

To commence work prior to issuance of a permit is a violation of the law and subject to a fine.

Exact Description of Construction Plans:

Estimated start date _____ Estimated completion date _____

Estimated cost of work \$ _____ Montgomery County Permit # _____

_____ Check here if the construction will require the demolition of over fifty (50) percent of any existing structure.

If the project requires a dumpster to be placed in the public right-of-way the applicant must file for a separate Town Dumpster Permit.

Parking Compliance

Is adequate on-site parking available for the construction crews? _____ Yes _____ No

If the answer is no, please provide a plan for parking which minimizes inconvenience to neighboring residents indicating if the property is in a permit parking area.

Will road closings be required due to deliveries, equipment or other reasons? _____ Yes _____ No

Responsible Party

Will the residence be occupied during the construction project? _____ Yes _____ No

If no, please provide the name, address, business and after-hours phone number for the project manager or the party responsible for the construction site. _____

For Use By Building Inspector (for building permits) Or Code Enforcement Officer (for sign permits):

_____ Approved with conditions:

_____ Denied for the following reasons: _____

Building Inspector Or Code Enforcement Officer _____ Date _____

Mayor Approval: _____

Date _____